Careers

***Résumé Writing\_\_\_\_\_\_***

Your task is to prepare a résumé for a part-time job or summer job you could do.

Start off by writing a job description in paragraph form. It should include major details such as employer, income, hours of work, experience/training needed, skills required and responsibilities. Your personal experience and the research you have done so far in class should provide you with enough information to write this job description.

Then you are to prepare a neatly formatted résumé for that job. You can follow similar formats as the examples in the sample handed out in class. However, in order to get top marks, you will need to incorporate some of the additional design considerations that were discussed in class. You will be marked on:

* Logical organization
* Well targeted for the job
* Clear and concise information
* Inclusion of all necessary information
* Neatness
* Design
* Grammar and spelling

You are to write out the résumé in class and then make it into a word processed document at home. Submit both the job description and your completed résumé on Friday, April 1.

Marks: 15

**Dana Pareau**

2256 Main Street

Anywhere, Ontario M9Q 2P2

555-3331

dana@internetaddress

**Personal Profile:** I am an enthusiastic, energetic person who enjoys sports and coaching children. I’ve also had two years’ experience on my school’s basketball team.

**Employment History**

1997- 2000 Newspaper carrier

* Collated 3 to 5 sections of the newspaper for delivery
* Served 75 homes daily
* Collected cash and provided receipts for 75 customers

**Volunteer Experience**

1999-present Sports Program, Community Centre

* 45 hours as assistant coach for junior soccer team
* 10 hours helping at Sports Registration Day

**Education**

Completing Grade 11

Monroe High School

**Awards**

Received 1999 Top Newspaper Delivery Certificate

**Interests** Exploring the Internet, playing basketball, reading

**References available upon request**

Careers Assignment

**Interview and Short Essay on Classmate**

You are to interview one other student in the class, take careful notes on what they said and write up a short essay that gets to their essence. You should interview them and take notes on the following:

* Five things that they like to do
* Five things that are most important in their life
* Three or more things that they consider they are good at
* The kind of personality they have
* What their career plans are
* What their dreams are
* How they hope to achieve their career objectives and their dreams
* Anything else you think is important

You are to write this up in an essay of at least 600 words and be prepared to read it out to the class on Monday. Your essay should:

* Have an introduction that grabs attention
* Have a few paragraphs that each cover a different theme or idea
* Have a concluding paragraph that expresses the essence of the person
* Be grammatical with proper spelling
* Be double spaced

Turn this essay in with your interview notes.